### Requestor did Appear to Have Biometrics Collected at a USCIS ASC (cont.):

If the requestor	(diberium)
Did not have his/her biometrics taken	eviewing of eturned Maddress Chaese cha
If you Locate returned mail, an address change, or a rescheduling request,	<ul> <li>Infiliate ASC appointment rescheduling.</li> <li>After the biometrics results are received, adjudicate the case.</li> <li>If Form 1-821D is approve Form 1-765.</li> <li>Update C3 with HAC SRMT DACA Approved on Service Motion for each form.</li> <li>If denied, issue a denial using the SRMT denial template.</li> <li>Update C3 with HAC SRMT DACA Denial Affirmed for each form.</li> </ul>
Do not locate any Re returned mail, address, or rescheduling request,	Do not locate any Respond to the SRMT that the denial stands, using the SRMT denial template. Returned mail, address, or rescheduling request.



Requestor did Appear to Have Biometrics Collected at a USCIS ASC (cont.):

	Dwill adjudicate Forms I-821D and I-765.	I-821D is approved, ISO approves Form I-765.	dates C3 with HAC SRMT DACA Approved on	Motion for each form.	d, ISO issues a denial-using the SRMT denial		dates C3 with HAC SRMT DACA Denial Affirmed for-	
	The ISO will a	If Form I-821I	ISO updates	Service Motic	<u>. O</u>	template.	ISO updates	each form
If the The requestor	Did have	his/her	biometrics	taken,			一	



Requestor requested that His/Her Biometrics Appointment at a USCIS be Rescheduled Prior to the Scheduled Date:

administrative error related to the request to reschedule the ASC Follow the steps below when an SRMT is filed due to a claimed appointment.

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		821D and I-765 on Service Motion.	AC code SRMT DACA Reopened on Service Motion for	RMT response using SRMT DACA 2 call-up.
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Requestor requested that His/Her Biometrics Appointment at a USCIS be Rescheduled Prior to the Scheduled Date (cont.):

Step	
S	Review the filing and SRMT to determine if a request was received to reschedule the ASC appointment.
If the requestor	Then.
Requested to have his/her	O will schedule a new ASC appointment and
rescheduled prior to the	Adjudicate the case after the biometrics results are received.
scheduled date,	• If Form I-821D is approved, approve Form I-765.
	<ul> <li>Update C3 with HAC SRMT DACAApproved on Service Motion for each form</li> </ul>
	<ul> <li>If denied, issue a denial using the SRMT denial template.</li> <li>Update C3 with HAC SRMT DACA Denial Affirmed for each form.</li> </ul>
Did not request to have	Respond to the SRMT that the denial stands, using the SRMT denial
his/her biometric	template
appointment rescheduled	
prior to the scheduled date,	



U.S. Citizenship and Immigration Services

Requestor Paid the Filing and Biometric fees for the I-765:

Follow the steps below when an SRMT is filed due to a claimed administrative error related to Non-Sufficient Funds. Review the electronic systems to see whether the requestor paid the associated fees with the filing.

Reopen Forms I-821D and I-765 on Service Motion.	operly (if necessary, request the A-file)
Update C3 with HAC code SRMT DACA Reopened on Service Motion for	l on Service Motion for

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U.S. Citizenship and Immigration

Requestor Paid the Filing and Biometric fees for the I-765 (cont.):

If the Records Division determines	The normalist of the second se
The appropriate fees were not paid,	Respond to the SRMT that the denial stands, using the SRMT denial template.
The appropriate fees were paid,	<ul> <li>The ISO will schedule a new ASC appointment and route the A-file to the appropriate holding shelf to await the biometrics results.</li> <li>Adjudicate the case after the biometrics results are received.</li> <li>If Form I-821D is approved, approve Form I-765.</li> <li>Update C3 with HAC SRMT DACA Approved on Service Motion for each form.</li> <li>If denied, issue a denial using the SRMT denial template.</li> <li>Update C3 with HAC SRMT DACA Denial Affirmed for each form.</li> </ul>



USCIS Denied the Request for DACA based on Abandonment and the Requestor Claims He/She did Respond to a RFE Within the Prescribed Time:

administrative error related to the requestor's response to a RFE. Follow the steps below when an SRMT is filed due to a claimed

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		Reopen Forms I-821D and I-765 on Service Motion	C code SRMT DACA Reopened on Service Motion for	310	Send an interim SRMT response using SRMT DACA 4 call-up.
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	Request A file	5			<u> </u>
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USCIS Denied the Request for DACA based on Abandonment and the Requestor Claims He/She did Respond to a RFE Within the Prescribed Time (cont.):

Step=	$W_{i}=W_{i}$
	Review the filing and SRMT to determine if a request was received to reschedule the ASC appointment.
If the requestor	Tithering.
Responded to the RFE within the prescribed time,	<ul> <li>Route the filing to the reviewing officer.</li> <li>Adjudicate the case based on the evidence submitted initially and the RFE response.</li> <li>If Form I-821D approved, approve Form I-765.</li> <li>Update C3 with HAC SRMT DACA Approved on Service Motion for each form.</li> <li>If denied, issue a denial using the SRMT denial template.</li> <li>Route to SISO for denial concurrence.</li> <li>Update C3 with HAC SRMT DACA Denial Affirmed for each form.</li> </ul>
Did not respond within the required time, or no response was received,	Respond to the SRMT that the denial stands, using the SRMT denial template.



U.S. Citizenship and Immigration Services

USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance:

administrative error related to the requestor's change of address. Follow the steps below when an SRMT is filed due to a claimed

Step	Action - Action
	Request A file
2	Reopen Forms I-821D and I-765 on Service Motion.
8	Update C3 with HAC code SRMT DACA Reopened on Service Motion for both forms.
4	Send an interim SRMT response using SRMT DACA 5 call-up.
9	Verify the requestor's address

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USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance (cont.):

f the Inhen	Filed a change address and route the A-file to the RFE hold shelf.  of address, prior to the  • After the RFE response is received, adjudicate Forms I-821D and issuance of an I-765 based on the evidence submitted initially and the RFE	response.  If Form I-821D is approved, approve Form I-765.  Update C3 with HAC SRMT DACA Approved on Service Motion for	each form.  If denied, issue a denial using the SRMT denial template.  Route to SISO for denial concurrence.	Update C3 with HAC SRMIT DACA Denial Affirmed for each form.
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U.S. Citizenship and Immigration Services

USCIS Mailed the RFE to the Wrong Address and the Requestor Submitted a COA Prior to the RFE Issuance (cont.):

If the requestor	Then a little of the second of
Did not file a COA prior to the issuance of an RFE	Review that the RFE was sent to the correct address.
If the RFE was sent to	Then on the state of the state
The correct address,	Respond to the SRMT that the denial stands, using the SRMT denial template.
An incorrect address,	<ul> <li>Route the filing to the SISO.</li> <li>The ISO shall re-issue the RFE with a new 87-day response time to the correct address and route the A-File to the RFE hold shelf.</li> <li>After the RFE response is received, adjudicate the case based on the evidence submitted initially and the RFE response.</li> <li>If Form I-821D approved, approve Form I-765.</li> <li>Update C3 with HAC SRMT DACA Approved on Service Motion for each form.</li> <li>If denied, issue a denial using the SRMT denial template.</li> <li>Update C3 with HAC SRMT DACA Denial Affirmed for each form.</li> </ul>

